

San Diego Tourism Authority

Job Description

Job Title: Development Manager

Division: Marketing

Department: Marketing Partnerships

Reports to: Senior Director of Marketing Partnerships

FSLA Status: Exempt

Location: San Diego, CA

POSITION SUMMARY

The Development Manager serves in a revenue-generating capacity within the Marketing Partnerships department of the San Diego Tourism Authority (SDTA). SDTA has a unique value proposition as the central platform for industry connection, business development and relationship building in San Diego's visitor economy.

Reporting to the Senior Director of Marketing Partnerships, the Development Manager is responsible for achieving an annual portfolio revenue target in the range of \$500k - \$1M and expanding philanthropic and grant-supported revenue in support of SDTA's mission and organizational priorities.

This position manages an assigned portfolio of sponsors, donors, grant funders, and strategic partners, ensuring strong relationships, fulfillment of commitments, and ongoing engagement that supports retention and revenue growth. The position also provides administrative, reporting, and project support to the Senior Director to advance departmental goals and revenue-generating initiatives.

The Development Manager works collaboratively with internal departments and external stakeholders, including members, foundations, corporations, and public agencies, and supports initiatives benefiting both SDTA's 501(c)(6) organization and its 501(c)(3) foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development & Revenue Generation

- Achieve established annual revenue goals through sponsorships, philanthropic contributions, grants, and partnership investments.
- Actively manage and grow an assigned portfolio of corporate sponsors, philanthropic partners, foundations, individual donors, and build a pipeline of prospective funding partners.
- Develop and implement cultivation, solicitation, stewardship, and renewal strategies, including outreach, meetings, presentations, and networking activities that generate revenue and strengthen stakeholder relationships.
- Prepare funding opportunities, sponsorship packages, proposals, and partnership recommendations aligned with organizational priorities.
- Identify, evaluate, and help develop new revenue-generating opportunities, including social enterprise initiatives, fee-based programs, certifications, and other earned-income strategies that support organizational sustainability.

Grant Writing & Management

- Research, identify, and evaluate grant opportunities that align with the strategic priorities of SDTA's 501(c)(6) organization and 501(c)(3) foundation.
- Develop, write, and submit competitive grant proposals, applications, budgets, and supporting documentation.
- Manage grant reporting, compliance requirements, submission deadlines, and funder communications to ensure timely fulfillment of obligations.
- Collaborate with internal stakeholders to gather programmatic, financial, and impact data required for proposals and reports.

Partnership Stewardship & Operations

- Manage sponsor, donor, and partner relationships to drive engagement, satisfaction, retention, renewal, and expanded support.
- Coordinate the fulfillment of sponsorship benefits, grant deliverables, and partnership commitments in collaboration with internal departments.
- Maintain accurate and timely records of donor, sponsor, grant, and partnership activity within CRM and related systems.
- Support the Senior Director through proposal development, reporting, prospect strategy, revenue planning, and cross-functional collaboration to advance organizational goals.

Perform other duties and projects as assigned.

REQUIREMENTS

- Bachelor's degree in business administration, nonprofit management, fundraising or a related field—or an equivalent combination of education and experience.
- 5+ years of relevant professional experience in fundraising, partnership development, grant writing, sponsorship management, business development, or a related field required.
- Proven track record of securing donations or grants of \$50,000 and above.
- Demonstrated written and verbal communication skills, including the ability to prepare proposals, reports, and business correspondence.
- Strong organizational skills with the ability to manage multiple priorities, maintain attention to detail, and meet deadlines.
- Strong interpersonal, customer service, and relationship-building skills with the demonstrated ability to navigate client matters with sound judgment and professionalism.
- Proficiency in Microsoft Office applications and CRM or related tracking systems required.
- Experience working with nonprofit organizations and familiarity with 501(c)(3) and 501(c)(6) organizational structures preferred.
- Commitment to company values and fostering an inclusive and collaborative workplace culture.

Work Environment / Physical Requirements:

- Normal office conditions with extensive computer and phone usage.
- Able to work efficiently and accurately in an atmosphere of frequent interruption.
- Light physical effort equal to frequent lifting or moving of lightweight materials.
- Ability to work evenings, weekends, and holidays as needed.
- Must be based in San Diego, CA.

Benefits Options Include:

- Medical
- Dental
- Vision
- Life Insurance
- Short-Term and Long-Term Disability
- Accidental Death and Dismemberment
- Flex Spending and Dependent Care plans
- Matching 401k
- Hybrid work schedule

The expected annual base pay range for this position is \$95,000 to \$115,000, plus incentive. We consider many factors in determining base compensation, including position scope, job related knowledge, education, skills, experience, and work location.

To Apply:

Complete the online application, including submitting a current resume and a cover letter.

Offer of employment will be contingent upon satisfactorily clearing background checks.

San Diego Tourism Authority is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive culture. We are committed to non-discrimination on any protected basis, such as race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, veteran status or any other basis covered under applicable law. Consistent with the American Disabilities Act, applicants may request accommodations needed to participate in the application process.